

STAT

[redacted]
copy to or to

1 June 1956

MEMORANDUM FOR: Director of Administration

SUBJECT: Recommendation for Promotion for
[redacted] from GS-6 to GS-7

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1. [redacted] (GS-6) is presently occupying a GS-7 slot, position A 8013. Her position title is secretary stenographer.

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2. [redacted] has worked for the Operations Division since January 1956. She is an efficient, hard-working and pleasant secretary. Since working for this Project she has voluntarily contributed her services over the weekends and at odd hours in order to complete assignments. Her secretarial skills are above reproach. She has been required to perform supervisory duties over other clerical help working for Operations. With the additional typists assigned to Operations, she will have more responsibilities along this line.

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3. [redacted] is recommended for promotion to the grade of GS-7.

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[redacted]
Colonel USAF
Director of Operations

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WPH:bm

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- 3 - Ops subj file
- 4 - Proj pers file
- 5 - Ops chrom
- 6 - Admin chrom

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